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ABSTRACT

The school principalship is one of the most demanding and misundersfood jobs in American education. This book offers practical advice on how to perform that job successfully. The first chapter provides an introduction to the principalship from a historical perspective. Chapter 2 analyzes the traits of an effective principal and chapter 3 describes the nature of the work setting for principals. Because education is founded on governmental and legal principles, considerations that emerge from the legal parameters of the principalship are discussed in the fourth chapter. Chapter 5 describes the efficient use and management of prime resources, such as time and space, information, and human resources. The principal as leader is discussed in the sixth chapter. Chapters 7 and 8 examine the role of the principal in program development and the management of student services. The management of school activities as part of the total school program is discussed in chapter 9. The tenth chapter presents business management from the perspective of the building administrator. The role of the principal in school-community relations and in the evaluation of students, programs, and personnel are discussed in chapters 11 and 12. The final chapter details challenges to be faced by principals in a society with great potential but deeply embedded social problems. Eleven figures, three tables, and an extensive bibliography are included. (LMI)

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